

DISPATCH

CLASSIFICATION

PROCESSING ACTION

SECRET

MARKED FOR INDEXING

TO
Chief of Station, [REDACTED] ATTN: FE Engineer

NO INDEXING REQUIRED

INFO.
ONLY QUALIFIED DESK
CAN JUDGE INDEXINGFROM
Chief, Real Estate & Construction Division, OL

MICROFILM

SUBJECT
[REDACTED] Engineer Reference Material

25X1A

ACTION REQUIRED - REFERENCES

1. Forwarded under separate cover are some selected [REDACTED] publications pertaining to [REDACTED] operations--repairs, maintenance, and utility systems operation.

25X1C

2. These are being furnished for the information of [REDACTED] personnel. Some of this information should be useful in evaluating local procedures and costs of operation, particularly (a) the work performance standards in [REDACTED] and (b) the average cost of the utilities system and maintenance operations.

25X1C

3. While the details of the [REDACTED] organization and specific procedures for repair and utility activities may not be completely relevant to our operations, the following basic characteristics and objectives of [REDACTED] are sound and may be adapted into local practices when practical.

a. The planning of major new construction (or major renovations and repairs) sufficiently far in advance to permit timely project justification, review, approval, design, and construction. (It may often be appropriate to budget design funds (for Architect and Engineer services) in the fiscal year preceding the year in which construction is contemplated.)

b. The maintenance of up-to-date basic information maps and drawings on existing facilities, particularly utility systems.

Attachments

- 1 - List of Publications h/w
- 2 - Publications u/s/c

Distribution:

- 2 - COS/[REDACTED] w/att #1 h/w & #2 u/s/c

CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER

DATE

CLASSIFICATION

GROUP 1
Excluded from automatic
downgrading and
declassification

HQS FILE NUMBER

SECRET

ORIGINATING

OFFICE

OFFICER

TYPIST

EXT.

OL/RECD/D&CB/FS [REDACTED] dek

3023

COORDINATING

OFFICE SYMBOL

DATE

OFFICER'S NAME

FE/LOG

25X1A

RELEASING

OFFICE SYMBOL

DATE

EO/OL

5 JAN 1968

25X1A

FORM
1-63

53

USE PREVIOUS EDITION.

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FORM 1-68

DISPATCH

CONTINUATION OF DISPATCH	CLASSIFICATION S E C R E T	DISPATCH SYMBOL AND NUMBER <div style="background-color: black; width: 100px; height: 15px;"></div> 25X1A
<p>c. The concept of a coordinated Master Plan for future construction on those major installations where the need for such future construction is known and can logically be projected into future fiscal years.</p> <p>d. The concept of scheduling maintenance activities in such a way as to even out the requirements for maintenance funds from one fiscal year to the next.</p> <p>e. The concept of developing local work standards as a basis for evaluating effectiveness and relative economy of local maintenance activities. (It is recognized that some of these practices may already be part of existing local procedures.)</p> <p>4. The services of <div style="background-color: black; width: 300px; height: 1.2em; display: inline-block;"></div> private Architect and Engineer firms, as appropriate, are generally available to our field installations for execution of such tasks as:</p> <p>a. Preparation of <div style="background-color: black; width: 40px; height: 1.2em; display: inline-block;"></div> Master Plans for future construction.</p> <p>b. Preparation of up-to-date <div style="background-color: black; width: 40px; height: 1.2em; display: inline-block;"></div> Utility System Maps.</p> <p>c. Analysis of the adequacy of existing utility systems.</p> <p>d. Feasibility studies and cost estimates of proposed projects.</p> <p>e. Design of projects and supervision of construction, including obtaining bids and awarding the contract.</p> <p>5. Funds for these types of tasks can be included in local station budgets whenever such work is required in support of local maintenance and repair activities or minor construction activities.</p> <div style="text-align: center; margin-top: 100px;"> 15/ for <div style="background-color: black; width: 150px; height: 30px; display: inline-block;"></div> </div>		
FORM 53a 8-64 (40) USE PREVIOUS EDITION.	CLASSIFICATION S E C R E T	<div style="display: flex; align-items: center;"> <input type="checkbox"/> CONTINUED <input checked="" type="checkbox"/> </div> PAGE NO. 2

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